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C1001-1709  
413-239  
41

6 August 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Request for T/O Increase

1. It is requested that the following changes be made in the Inspection and Review Staff, DD/P, T/O:

Delete

Add

B-127.02 Secretary Steno GS-5

Administrative Assistant GS-7

~~File Clerk GS-5~~

*No Additional Ceiling available at this time Smt*

2. The nature of the Inspection and Review Staff functions, together with an increased workload, requires additional support for and centralization of administrative duties (see job description attached).

3. The files of this Staff are of such sensitive nature that it is not possible to have them maintained by the Records Integration Division. Therefore, it has become necessary for the I&R Staff to set up a complete filing system. This filing system has been established by Chief, R. I. and ties into R. I. files. The number of such files has increased in the past six months from 571 to 788.

4. The document control function has required the logging of 2,248 documents, during the past six months, of which 295 were top secret.

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Chief, Inspection and Review

Attachment

CONCUR:

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Chief of Administration, DD/P

Chief of Operations, DD/P

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT